

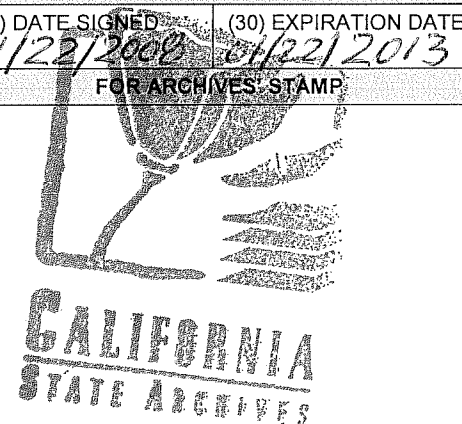
## RECORDS RETENTION SCHEDULE

GC 28010

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Consumer Affairs, Dental Board of California		(2) AGENCY BILLING CODE 57110		(3) PAGE 1 OF 15 PAGES	
(4) DIVISION/ BRANCH/ SECTION Dental Board of California		(5) ADDRESS 1432 Howe Avenue, Suite 85, Sacramento, CA 95825-3241			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER DE-4	(10) SCHEDULE DATE January 12, 2008	(11) NUMBER OF PAGES 15	(12) CUBIC FEET (Total Schedule) 2574
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER DE - 3	(14) APPROVAL NUMBER 02-252	(15) APPROVAL DATE (S) 8/2/2002	(16) PAGE NUMBER(S) REVISED – See Attached Page
(17) MISSION/FUNCTIONAL STATEMENT : The Dental Board of California's mission is to protect and promote the health and safety of California consumers by licensing those dental health care professionals who demonstrate competency, to take action to maintain the appropriate standard of care and to enhance the education of licensees and consumers. The Dental Board of California will be the leader in the promotion of oral health as it relates to the improvement of the total health of the people of California.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Richard L. Wallander</i>		(19) TITLE Executive Officer		(20) PHONE NUMBER 916-263-2300	(21) DATE SIGNED January 12, 2008
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Luisa Vargas</i>		(23) CLASSIFICATION SSA	(24) NAME (Printed or Typed) Teresa Vargas	(25) PHONE NUMBER 916-574-7260	(26) DATE SIGNED 01/14/2008
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE –CalRIM CONSULTANT <i>Janice C. Sanchez</i>		(28) APPROVAL NUMBER 08-017		(29) DATE SIGNED 01/22/2008	(30) EXPIRATION DATE 01/22/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bouley, Archivist</i>			(34) DATE SIGNED Jan. 29, 2008		



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			<p><b><u>MISSION STATEMENT:</u></b></p> <p>The Mission of the Dental Board of California is to protect the California consumer by examining and licensing those professionals who demonstrate competency and to take appropriate action whenever a licensee fails to maintain the standards of practice.</p> <p><b><u>EXAMINATION</u></b></p>								
1	*67.5		Licensure Information and Materials used for and by candidates testing for dental licensure; including patient health history, x-ray cards, grade sheets, model teeth etc.	P		5+			5+	X	Exempt per PRA Gov Code 6224; SAM 1667, Review every 5 years
2	10		Clinical & Restorative Technique applications of failed/or did not take exam, candidates.	P		2+			2+	X	CCR 1004 All applications are retained in office for a minimum of 2 years. If no action, file is considered abandoned. Exempt per PRA Gov Code 6224
3	7.5		Examination Scantrons, Office of Examination Resources Statistical Reports	P		1 0			1 0	X	SAM 1611 Timeline set by program if no law, policy or regulation dictates retention. Exempt per PRA Gov Code 6224

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4	3		<u>EXAMINATION (cont'd)</u>  Examination Results, logs books, score reports	P		100			100	x	SAM 1601 Permanent record, archival, legal or administrative value, keep safely at least 100 years Exempt per PRA Gov Code 6224
5	3		Examination Results, logs books, score reports	P		100			100	x	SAM 1601 Permanent record, archival, legal or administrative value, keep safely at least 100 years Exempt per PRA Gov Code 6224
6	7 34	NOTIFY ARCHIVES	<u>LICENSING</u>  Dental Licensee Files exam application, fingerprint clearance, initial license app, national board score graduation verification	P/C				ACTIVE 100	100	x	SAM 1601 Permanent record, archival, legal or administrative value, keep safely at least 100 years Exempt per PRA Gov Code 6224
7	22 7		Dental Corporation files articles of incorporation, by-laws, copy of stock certificates, misc. #1-266	P			5+		5+		SAM 1684 Disband program SAM 1667 Review files every five years
8	1.5		Cancelled Fictitious Name Permit files, original app., misc.#1-266 misc.	P/C	Active	5+		Active	5+		SAM 1667 Review files every five years

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			<u>LICENSING (cont'd)</u>								
9	2 5.5		Active <b>Fictitious Name</b> Permit files, original app., misc. #267-2644 misc.	P/C	Active	5+			5+		B&P Code, Section 1627, the license of any dentist shall continue until it expires or forfeited Permits are issued to licensed dentist only B&P Code, Section 1612 requires that records be kept for all licensees
10	9		<b>Medical General Anesthesia (MGA)</b> Permits - Permit files, original permit application, certifications, other documentation.	P/C	Active	5+			5+		SAME AS ABOVE
11	1.5		Active <b>Fictitious Name</b> Permit files, original app., misc. #2645-2929 misc.	P/C	Active	5+			5+		SAME AS ABOVE
12	0.5		<b>Oral &amp; Maxillofacial Surgery</b> Permits, original application, cert of CA Medical lic., fingerprint cards OMS specialty diploma misc.	P/C	Active	5+			5+		SAME AS ABOVE
13	1.5		<b>Referral Services Permit</b> original application, contract with member dentist misc.	P/C	Active	5+			5+		SAME AS ABOVE
14	4		<b>Special Permit</b> original application, employment contract with CA dental school, graduation verification	P/C	Active	5+			5+		SAME AS ABOVE

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15	1		<u>LICENSING (cont'd)</u>  Extramural Facility Permit original app. Contract between dental school and facility misc.	P		Active 5+			Active 5+		B&P Code, Section 1627, the license of any dentist shall continue until it expires or forfeited Permits are issued to licensed dentist only B&P Code, Section 1612 requires that records be kept for all licensees
16	21		Registered Provider files original app, misc. #2000-2739	P		Active 5+			Active 5+		SAME AS ABOVE
17	9		Registered Provider files original app, misc. #2743-3216	P		Active 5+			Active 5+		SAME AS ABOVE
18	9		Registered Provider files original app, misc. #3220-3697	P		Active 5+		At	Active 5+		SAME AS ABOVE
19	6		Registered Provider files original app, misc. #3698-3852	P		Active 5+			Active 5+		SAME AS ABOVE
20	1		In-house cashiering, RENEWALS, DDS, permits, registrations and certifications	P		4+			4+		SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit

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21	6		<u>LICENSING (cont'd)</u>  DCA Automated Cashiering RENEWALS, DDS, permits, registrations and certifications	P		4+			4+		SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit
22	2		Report of Collections	P		4+			4+		SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit
23	14 2.5		X-ray License duplicates	P		Active 5+			Active 5+		B&P Code, Section 1656, Lifetime Certificate All Permanent records prior to 1/1/85. After this date the Board was no longer mandated to give the radiation safety examination.
24	14		<u>DIVERSION</u>  Participant Files, history and profile, lab results, compliance non compliance records, treatment contract, medical information pertinent to participant treatment	P/C		Active 3+			Active 3+		B&P Code, Section 156.1 (a) Confidential Records. Retain for a maximum of 3 years from the date of the last treatment or services rendered to participant
25	2		Committee Personnel Files State application, oath, health forms, correspondence, misc.	P		5+			5+		SAM 1668 Retain as active until employee separates from State service; retain for 5 years after separation

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			<b><u>ENFORCEMENT</u></b>								
26	0.5		<b>DentiCal Case Files</b> includes complaint, consultant report, Denti-Cal summary of findings, x-rays	P		Active 5+		Active 5+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
27	2.5		<b>Personnel Files,</b> Enforcement staff only, working files, state app. Evaluations, misc.	P		Active 5+		Active 5+		X	SAM 1668 Retain as active until employee separates from State service; retain for 5 years after separation
28	20		<b>Current General Anesthesia</b> permit file, initial application, corr. misc.	P		Active 4+		Active 4+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
29	12		<b>Current Conscious Sedation</b> permit files, initial application corr. misc.	P		Active 4+		Active 4+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
30	10		<b>Cancelled General Anesthesia</b> permit files	P		Active 4+		Active 4+		X	CCR 1043.8 Active until cancelled; after cancel- lation retain in office for 4 years or until audited
31	3		<b>Cancelled Conscious Sedation</b> permit files	P		Active 4+		Active 5+		X	CCR 1043.8 Active until cancelled; after cancel- lation retain in office for 4 years or until audited

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			<b><u>ENFORCEMENT (cont'd)</u></b>								
32	2		<b>Citation Files</b> , inspection reports, misc. correspondence	P		Active 5+			Active 5+	X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
33	3		<b>Data Bank Reports</b> Reports of adverse action taken against a dental licensee	P/C		Active 5+			Active 5+		B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
34	20 4		<b>Complaint Files</b> Opened and closed complaints filed against a dental licensee	P/C		Active 5+			Active 5+	X	B & P Code, Section 325, Reception of complaints; B&P Code, Section 800 Create and maintain historical file of dental licensee confidentiality
35	3		<b>Open Inspection Files</b> information pertaining to the physical inspection of a dental licensee place of practice	P		Active 5+			Active 5+	X	Same as above
36	9		<b>Open Probation Files</b> information pertaining to disciplinary action resulting in probationary period	P		Active 5+			Active 5+	X	Same as above
37	4		<b>Disciplinary Files</b> pending AG and Board decision	P		Active 5+			Active 5+	X	Same as above



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			<b><u>ENFORCEMENT (cont'd)</u></b>								
38	22 4		<b>Investigation Files</b> miscellaneous documentation pertaining to a complaint filed against a dental licensee which resulted in investigation	P/C		Active 3+		Active 3+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
39	22 2		<b>Investigative Files</b> miscellaneous documentation pertaining to a complaint filed against a dental licensee which resulted in investigation	P/C		Active 3+		Active 3+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
40	21		<b>Pending Attorney General</b> Cases filed with the AG's office after in-house investigation of complaint filed against dental licensee	P/C		Active 3+		Active 3+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
41	1 6.5		<b>Open Investigation Files</b> miscellaneous documentation pertaining to a complaint filed against a dental licensee	P/C		Active 3+		Active 3+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality

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42	260		<u>ENFORCEMENT (cont'd)</u>								
			Dental Board of California Field Office 15641 Red Hill Ave Ste. 210 Tustin, CA 92780								
			<u>ENFORCEMENT (cont'd)</u>								
42	260		<b>Open Investigation Files</b> miscellaneous documentation pertaining to a complaint filed against a dental licensee	P/C		Active 3+		Active 3+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
43	23		<b>Investigation Files</b> Information regarding investigation that resulted in revoked, surrendered or cancelled license	P/C		Active 3+		Active 3+		X	B&P Code, Section 800 Create and maintain historical file of dental licensee, confidentiality
44	5		<b>Open Inspection Files</b> information pertaining to the physical inspection of a dental licensee place of practice	P		Active 5+		Active 5+		X	B & P Code, Section 325, Reception of complaints; B&P Code, Section 800 Create and maintain historical file of dental licensee confidentiality

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45	40		<u>ENFORCEMENT (cont'd)</u>  <b>Open Probation Files</b> information pertaining to disciplinary action resulting in probationary period	P		Active 5+			Active 5+	X	B & P Code, Section 325, Reception of complaints; B&P Code, Section 800 Create and maintain historical file of dental licensee confidentiality
46	27		<b>Personnel Files,</b> Enforcement only, working files, state app. Evaluations, misc.	P		Active 5+			Active 5+	X	SAM 1668 Retain as active until employee separates from State service; retain for 5 years after separation
			<u>ADMINISTRATION</u>								
(47) ✓	6	NOTIFY ARCHIVES	<b>Board Meeting Packets</b> Includes all agenda items	P		5		95	100		SAM 1601 Permanent record, archival, legal or administrative value, keep safely at least 100 years Exempt per PRA Gov Code 6224
(48) ✓	7	NOTIFY ARCHIVES	<b>Board Meeting Packets</b> Includes all agenda items	P			100		100		SAM 1601 Permanent record, archival, legal or administrative value, keep safely at least 100 years

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			<u>ADMINISTRATION (cont'd)</u>								
49	0.5		<b>Hotel Contracts</b> Contracts for Board meetings	P		4			4		SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit
50	2		<b>Board Member Personnel Files</b> , state app., TEC's, time sheets misc.	P		Active 8+			Active 8+		B & P Code, Section 1603 Board Member file is active for the duration of appointment + one year (2 term max)
51 ✓	1	NOTIFY ARCHIVES	<b>Miscellaneous Board Info.</b> Correspondence, roster, press releases,	P		5+			5+		SAM 1667, Review every 5 years
52 ✓	1	NOTIFY ARCHIVES	<b>Executive Officer Chrono</b>	P		5+			5+		SAM 1667, Review every 5 years
53 ✓	1	NOTIFY ARCHIVES	<b>Miscellaneous</b> Correspondence, mgmt. memos, mailing lists, daily files etc.	P		5+			5+		SAM 1667, Review every 5 years
54 ✓	12	NOTIFY ARCHIVES	<b>Committee Files</b> , annual report, sunset report, internal audit rpt. Association correspondence etc.	P		5+			5+		SAM 1667, Review every 5 years

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<u>ADMINISTRATION (cont'd)</u>											
55 ✓	25	NOTIFY ARCHIVES	<b>Historical Information</b> Board meeting minutes, corrsp. legal opinions, Regs, legislative info, DPA's	P			100		100		SAM 1601 Permanent Records, archival, legal, or administrative value
56	13		<b>Office Personnel Files</b> state apps., probe reports, evaluations misc.	P		Active 5+			Active 5+	X	SAM 1668 Retain as active until employee separates from State service; retain for 5 years after separation
57	5		<b>Budget Information</b> BCP's, schedules, legislative analysis etc. <b>Retentions Schedule 2000</b>	P		4			4		SAM 1670 Retain 4 years or until audited, which ever comes first. SAM 1667 Review every 5 years.
58	4		<b>Procurement Files</b> supply and purchase requests, invoice documentation, etc.	P		4			4		SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit
59	7 0.5		<b>Cashiering</b> Reports of Collection	P		4			4		SAM 1670 Retain 4 years or until audited, which ever comes first. Destroy after audit

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60	3		<u>ADMINISTRATION (cont'd)</u>  <b>DPA Manuals</b> Hardbound volumes and soft cover volumes with supplements	P		100			100		SAM 1601 Permanent Records, archival, legal, or administrative value
(61) ✓	6	<b>NOTIFY ARCHIVES</b>	<b>Regulation Notices</b> Rulemaking files	P		5+			5+		SAM 1667 Review every 5 years

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			<u>ADMINISTRATION (cont'd)</u>								
62	1		STD Form 70, Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
63			STD Form 71, Records Transfer List	P		Current			Current		Retain as current until all records have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
64			STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised.  NOTE: Although revision is required every five (5) years from date approved by DGS, records retention schedules that are not revised remain in effect, but are considered non-current.
65			Authorization for Records Destruction (Computerized Printout)	P		4			4		Retain for two (2) years from date destruction is authorized. Then, refrain two (2) more years or until audited, whichever occurs first (maximum of four (4) years).